**Competency Assessments**

**Project 3-1: Blended Coffees**

**As director of marketing for Fourth Coffee, you have prepared a product brochure for new company employees. This year’s brochure includes a new page of refreshments that you need to format. You will use Quick Styles to format the title and text placeholders. You will also correct a spelling error.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1. OPEN** the ***Coffee Products*** presentation and save it as ***Coffee Products Brochure****.*

**2.** Go to slide 2 and click anywhere in the slide title.

**3.** Click the **Quick Styles** button to display the Quick Styles gallery.

**4.** Click the **Moderate Effect – Orange, Accent 1** style.

**5.** Click in any of the bulleted product items.

**6.** Click the **Quick Styles** button.

**7.** Click the **Subtle Effect – Orange, Accent 1** style.

**8.** Right-click the red-underlined word and select *caffeine* as the correct spelling.

**9. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Project 3-2: Typecasting with Typefaces**

**As an account representative for the Graphic Design Institute, you are responsible for securing sales leads for your company’s print and poster division. One way to do this is to send out a promotional flyer using a slide from a company PowerPoint presentation. As you select the slide, you notice that the fonts are not appropriate for your flyer. You need to modify both the font and size of the slide’s text.**

**1. OPEN** the ***Graphic Designs*** presentation.

**2.** On slide 1, select all the text under the three photographs.

**3.** Click the **Font drop-down arrow**.

**4.** Click **Brush Script MT**.

**5.** Click the **Font Size drop-down arrow**.

**6.** Click **32**.

**7.** Click anywhere in the second paragraph (*Graphic Design Institute*).

**8.** Click the **Center** button in the Paragraph group.

**9.** Select the first paragraph of text, and then click the **Format Painter** in the Clipboard group.

**10.** Go to slide 2, and then drag the Format Painter pointer over the text on the right side of the slide.

**11. SAVE** the presentation as ***Graphic Designs Final*** and **CLOSE** the file.

**Proficiency Assessments**

**Project 3-3: Destinations**

**As the owner and operator of Margie’s Travel, you are involved with many aspects of sales, marketing, customer service, and new products and services. Today you want to format the text in a slide presentation that includes new European destinations.**

**1. OPEN** the ***New Destinations*** presentation.

**2.** Go to slide 2 and select the slide’s title text. Click the **Bold** button to make the title boldface.

**3.** Select all the text in the bulleted list. Click the **Align Text Left** button to align the list along the left side of the text placeholder.

**4.** With the list still selected, open the Bullets and Numbering dialog box. Change the bullets’ color to **Orange, Accent 2**, and then resize the bullets so they are 90% of the text’s size.

**5.** Click the **Font Color drop-down arrow**, and then change the list’s font color to **Dark Green, Background 2, Lighter 80%**.

**6.** Click **Text Box** on the Insert tab, and then click below the picture on the slide to create a non-wrapping text box.

**7.** In the text box, type **Companion Flies Free until Jan. 1!**.

**8.** On the Home tab, click the **Quick Styles** button and apply the **Colored Outline – Olive Green, Accent 1** Quick Style to the text box.

**9. SAVE** the presentation as ***New Destinations Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Project 3-4: Business To Business Imports**

**You are the lone marketing research person in your company, World Wide Importers. You often find exciting and potentially highly profitable new products that go overlooked by some of the senior staff. You need to draw attention to these products, and PowerPoint can help. Create a short presentation that uses WordArt to jazz up your presentation. This presentation will focus on precision equipment your company can start importing.**

**1. OPEN** the ***World Wide Importers*** presentation.

**2.** With slide 1 on the screen, on the Home tab, open the WordArt gallery and select **Gradient Fill – Aqua Accent 1, Outline – White, Glow – Accent 2**. (It’s the first style in the fourth row.)

**3.** In the WordArt text box that appears, type **World Wide Importers**. Reposition the text box so it is just above the subtitle and centered between the left and right edges of the slide.

**4.** On the Drawing Tools Format tab, in the WordArt Styles group, open the Text Fill color palette and click **Aqua, Accent 1, Darker 25%**.

**5.** Open the Text Effects menu and select the **Cool Slant** bevel effect. (It’s the rightmost style in the first row of the Bevel section.)

**6.** Go to slide 2 and select all the text in the bulleted list.

**7.** Change the font size to **24**, and then change the line spacing to **1.5**.

**8.** Click the **Numbering** button to convert the list into a numbered list.

**9.** Go to slide 3. Insert a text box under the slide’s title. Type the following items into the text box, putting each item on its own line:

Digital controls

Heat sensors

Laser guides

Light sensors

Motion detectors

Pressure monitors

Regulators

Timing systems

**10.** Select all the text in the text box and change the font size to **24**.

**11.** On the Home tab, open the Quick Styles gallery and click **Colored Fill – Gray 50%, Accent 4**.

**12.** Click the **Columns** button, and then click **Two Columns**.

**13.** Resize the text box as needed, so that four items appear in each column within the text box.

**14. SAVE** the presentation as ***World Wide Importers Final*** and **CLOSE** the fi le.

**LEAVE** PowerPoint open for the next project.

**Mastery Assessments**

**Project 3-5: Pop Quiz**

**As an instructor at the School of Fine Art, you decide to use a slide show to give beginning students the first pop quiz on art history. You need to finish the presentation by formatting the text and removing some unneeded text boxes.**

**1. OPEN** the ***Art History*** presentation.

**2.** On slides 2, 3, and 4, do each of the following:

**a.** Format the slide’s title with the **Intense Effect – Dark Blue, Dark 1** Quick Style.

**b.** Convert the bulleted list of answers into a numbered list.

**c.** Delete the text box (containing the correct answer) at the bottom of the slide.

**3. SAVE** the presentation as ***Art History Final*** and **CLOSE** the fi le.

**LEAVE** PowerPoint open for the next project.

**Project 3-6: Graphic Design Drafts**

**As the manager of the account representative that prepared the Graphic Designs slide, you want to put a few finishing touches on the slide before it is published. To protect against someone inadvertently printing the slide, you need to add a text box across the entire slide that labels the slide as a “Draft.”**

**1. OPEN** the ***Graphic Designs Final*** presentation you completed in Project 3-2.

**2. SAVE** the presentation as ***Graphic Designs Draft***.

**3.** Add a text box at the top of slide 1, and type **DRAFT** into the text box.

**4.** Rotate the text box at a 45-degree angle across the center photo on the slide.

**5.** Enlarge the text to **88** points. Resize the text box as needed by dragging its sizing handles so the text fits properly inside the box.

**6.** Using Text Effects on the Drawing Tools Format tab, apply the **Aqua, 18 point glow, Accent Color 1** glow effect to the text.

**7. SAVE** and **CLOSE** the presentation.

**CLOSE** PowerPoint.